

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

10 May 1982

Mr. Roderick M. Engert
4133 Pulaski Building
U.S. Army Center of Military History
20 Massachusetts Avenue, N.W.
Washington, DC 20314

Dear Mr. Engert:

As we discussed on the phone just now, I'll enclose the response I got today from the Agency's custodian of OSS records to the eleven questions you gave me last August about World War II service by OSS civilians.

I'm sorry that it has taken so long to assemble this information, but I hope that it may still be of some use to you.

With all good wishes,

Yours sincerely,

[Redacted Signature]

J. Kenneth McDonald
Chief Historian

STAT

Attachment

Distribution:

0-Addressee w/att
1-JKMcD w/o att
◀1-HS/Chrono w/att

OSS Civilian Service in World War II

1. How were OSS civilians recruited?
2. Did they take an Oath of Allegiance? (If so, samples of the text would be useful)
3. What kind of contract, or written agreement, did they serve under? (again, one or two examples would be useful)
4. Did they sign on for a stipulated period of time, or for the duration of the war?
5. Were they permitted to resign?
6. Did they wear uniforms? If so, what kind, and what insignia?
7. Did they have assimilated military ranks?
8. Were they paid by civil service scales? If not, by what system were they paid?
9. How many served overseas?
10. How many became casualties (total of killed, wounded, and missing in action)?
11. How many were killed in action?

World War II Service by OSS Civilians

1. Recruitment

During the growth and development period of the OSS, the procurement and selection of personnel, both civilian and military, was a decentralized activity. Each branch recruited its own people by its own methods without regard to the activities or needs of any other branch. This decentralized system, however, was considered inappropriate for the large organization the OSS had become in the year following its creation.¹ Accordingly, on 26 October 1943,² a Personnel Procurement Branch (PPB) was created in order to establish centralized recruiting procedures,³ and, per the 26 May 1944 revision of General Order No. 9,* the PPB was charged with the responsibility for recruiting all OSS personnel.⁴ Later, the December 1944 revision of General Order No. 9 created a Deputy Director, Personnel, whose responsibilities included the establishment of policies and procedures for personnel procurement and administration, and the maintenance of liaison with the Civil Service Commission. The Deputy Director, Personnel, was also charged with the supervision and direction of the PPB and the Civilian Personnel Branch (CPB). The CPB, which maintained close relations with the Civil Service Commission, was responsible for the employment and classification of civilian personnel. The PPB handled the mechanics of recruitment and enrollment of all types of OSS personnel. Through this branch, recruiting procedures were centralized and removed from the jurisdiction of the individual branches.⁵ On 13 June 1944, the PPB delegated to the CPB recruitment of all civilian personnel, except agents, whose base compensation did not exceed \$3,800 per annum (grade CAF 11). All other civilian personnel were recruited by the PPB, unless the PPB specifically delegated recruitment to the using branch.⁶

* General Order No. 9, issued on 3 January 1943, mandated a general reorganization of the OSS.⁷

1. Study, 20 October 1943, subject, Personnel Procurement: Its Direction and Control
2. Study, undated, subject, OSS Personnel
3. War Report - Office of Strategic Services (Washington, D.C.: U.S. Government Printing Office, July 1949), I, 132
4. PPB Branch Order No. 1, Supplement 2, 13 June 1944
5. War Report, op. cit., I, 132-133
6. PPB Branch Order No. 1, Supplement 2, op. cit.
7. War Report, op. cit., I, 136, 385

2. Oath of Allegiance

OSS employees took an oath of office, the text of which is exemplified by the two sample forms appearing at Tab A.

3. Contract or Written Agreement

Special employees (agents) were hired under contract, two examples of which are attached at Tab B. Most other employees were employed under War Service/Excepted appointments.

4./5. Term of Employment

According to contracts located for special employees (agents) hired in 1942-1943, terms of employment were for six months, unless sooner terminated under provisions of the contract. Contracts examined for agents hired in 1944-1945 showed terms extending through the duration of hostilities and six months thereafter, unless sooner terminated under contractual stipulations. In both instances, employees were free to resign upon providing the OSS with 30 days' written notice of their desired resignation.

Regarding non-agent employees, some served under temporary appointments limited to one year or less. Others served under appointments without time limitation. Still others, on a when-actually-employed (WAE) basis.⁸

6./7. Uniform

Civilians were occasionally ordered to wear noncombatant Army or Navy clothing, and office or branch chiefs were authorized to requisition up to \$200 per person from Special Funds to procure such attire.⁹ Civilians were also called upon to wear a military uniform with rank or rating. The Special Operations Branch (SO), for example, found that special operatives, in most cases, could best be protected in the field by wearing such a uniform; consequently, SO agents were mostly paid by the Army through OSS detachments.¹⁰

8. Memorandum, 18 June 1945, subject, Reduction in Force, Civilian

9. General Order No. 75-3, OSS Board of Review, 12 July 1944

10. War Report, op. cit., I, 152

8. Pay Scale

The salary of OSS Civil Service personnel conformed as nearly as possible to Civil Service salaries for similar duties or positions.¹¹ The salary of secret agents, whose salaries were paid by the Special Funds (SF) Branch, was also paid with some conformity to Civil Service classifications.¹² Some idea of the pay range for these latter personnel may be gleaned from the fact that the Secret Intelligence (SI) Branch (which employed most of the agents paid by the SF Branch) paid its agents an average of approximately \$3,600 per annum. None received more than \$5,000 per annum.¹³

9. Service Overseas

At the point of its maximum expansion, in December 1944, the OSS employed some 13,000 personnel, of which approximately 7,500--both military and civilian--served overseas.¹⁴ No breakdown was located as to how many of these were civilian personnel; nor was any over-all figure found for the number of OSS civilians who served overseas.

10./11. Casualties

OSS staff casualties are categorized below for both civilian and military personnel. The totals do not include sub-agent or native casualties, for which no over-all figures were located.

	Killed in in Action	Wounded in Action	Missing in Action
Civilian	7	3	1
Military	92	88	49

11. War Report, op. cit., I, 132
General Order No. 75-7, OSS, 16 August 1944

12. Personnel Study, undated

13. War Report, op. cit., I, 152

14. Ibid., I, 116

OATH OF OFFICE

OFFICE OF STRATEGIC SERVICES
UNITED STATES GOVERNMENT
WASHINGTON, D. C.

I _____ do solemnly swear (or affirm) that, unless otherwise permitted or authorized, I will not disclose or reveal either by word or by conduct any information which I may obtain by reason of my employment by the Office of Strategic Services, and I will forever keep secret any information so obtained by me.

I do further solemnly swear (or affirm) that I have read and understand the Security Regulations of the Office of Strategic Services, in force at the date of taking this oath, and Sections 31 and 32 of Title 50, U. S. C., known as the "Espionage Act", and that I do hereby bind myself to abide and be governed by them and by any supplements or amendments thereto.

I do further solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

Subscribed and sworn to before me, the undersigned, this _____ day of _____ 194_____

Contents UNCLASSIFIED

~~SECRET~~ 4 FEB 1982

Standard Form No. 8
(Approved by the President, May 22, 1925)

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Office of Strategic Services

(Department or Establishment)

(Bureau or Office)

I, _____, do
(Name in full, printed or typed)

solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

(Signature of Appointee)

Subscribed and sworn to before me this _____ day of _____, A.D. 19

at _____
(City or place) (State)

[SEAL]

Notary Public

NOTE.--If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

Position to which appointed _____

Date of entrance on duty _____

U. S. GOVERNMENT PRINTING OFFICE

10-1080

Contents UNCLASSIFIED

4 FEB 1982

Date

No. _____ of
_____ Copies

MEMORANDUM OF AGREEMENT made this _____ day of _____, 194____, effective as of the _____ day of _____, 194____ between the UNITED STATES OF AMERICA (hereinafter called "the Government"), represented by the Office of Strategic Services, and _____ (hereinafter called "the Employee").

WITNESSETH:

1. The Employee shall faithfully perform, in an employer-employee relationship and under the supervision and control of the Office of Strategic Services, all duties within or without the continental limits of the United States which may be assigned to him by said Office.
2. The term of employment shall be from the effective date hereof to the termination of the present hostilities and six months thereafter, unless sooner terminated as hereinafter provided.
3. The Government further agrees:
 - (a) To compensate the Employee at a salary of \$ _____ per month, less any amounts withheld pursuant to law;
 - (b) To pay the cost of all travel by the Employee necessary to the performance of his duties hereunder, and upon termination of this agreement to pay the cost of transporting the Employee from his then location to the place at which this agreement shall have been executed;
 - (c) To pay the Employee a per diem in lieu of subsistence while in travel status on official business in the United States or abroad, and/or a living and quarters allowance while stationed abroad, in accordance with OSS regulations;
 - (d) To reimburse the Employee for the actual cost of any passport photographs, foreign visas, cablegrams or radiograms necessary to the performance of his duties hereunder.
4. The Employee further agrees:
 - (a) To subscribe freely and without reservation to any Oath of Office prescribed by the Office of Strategic Services;
 - (b) To keep forever secret this employment and all information which he may obtain by reason thereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject him to criminal prosecution under the Espionage Act of 1917, as amended, and other applicable laws;
 - (c) To waive all manner of claims or demands against the Government which may arise out of this employment, other than his rights under the U.S. Employees Compensation Act (5 U.S.C., Ch. 15, as amended) and 50 U.S.C. 1001-1016.
5. This employment may be terminated by either party hereto upon 30 days' written notice to the other party, but such termination shall not release the Employee from the provisions of subparagraphs 4 (b) and 4 (c) hereof.
6. All factual disputes arising hereunder shall be decided by the Contracting Officer, Office of Strategic Services, subject to written appeal within thirty (30) days by the Employee to the Director of OSS or his duly authorized representative, who shall diligently proceed with the performance of his duties and services.

inater referred to as the "First Party" and
"Second Party."

herinafter referred to as the

WITNESSETH

1. The First Party agrees to employ and the Second Party accepts employment as a Special Agent on the terms and conditions hereinafter set forth.
2. The term of employment shall be for a period of 6 months commencing on the date first above mentioned, unless sooner terminated as hereinafter provided.
3. In consideration for the services to be performed by the Second Party hereunder the First Party agrees:
 - (a) To pay to the Second Party a salary of \$_____ per month to be deposited on or about the first day of every month in such bank or depository as the Second Party shall designate.
 - (b) To allow to the Second Party the sum of \$_____ per diem for living expenses incurred in the performance of his duties, and
 - (c) To pay the cost of all travel necessary to the performance of his duties by the Second Party.
 - (d) To reimburse the Second Party for any loss sustained by him in any country where official exchange rates may be above the normal rate.
 - (e) To reimburse the Second Party for the actual cost of obtaining any necessary equipment, passport photographs, and foreign visas together with cable expenses in connection therewith.
 - (f) Upon the expiration of this agreement to pay the cost of transporting the Second Party from his then location to the place at which this agreement shall have been executed, provided, however, that if this agreement is terminated pursuant to paragraph 5, the Second Party shall not be reimbursed for that part of his journey to his home which is performed within the continental limits of the United States.
4. In consideration of the payments hereinbefore specified, the Second Party agrees:
 - (a) To subscribe freely and without reservation to the oath of office attached hereto.
 - (b) To perform faithfully and to the utmost of his abilities all tasks and duties assigned to him by the First Party, and to devote his entire time and interest to such performance.
 - (c) To proceed to any place to which he may be directed whether within or outside the continental limits of the United States.
 - (d) To keep forever secret this employment and all information which he may obtain by reason of this employment unless he shall be released from such obligation by the First Party.
 - (e) That upon the termination of this employment he will refrain from similar activities for a period of _____ years, unless he shall be released from such obligation by the First Party.
 - (f) That he assumes absolutely, all risks incident to this employment and that neither he nor his executors, administrators, heirs and assigns shall have any claim whatsoever against the First Party or the United States Government for anything arising out of this employment.
 - (g) That in the performance of his duties he shall at no time claim the protection or assistance of the Government of the United States and its representatives.
5. This employment may be terminated by either party hereto giving written notice of such desire to the other party hereto, whereupon this agreement shall terminate 30 days after the giving of such written notice. Such termination, however, shall not be construed to release the Second Party from the agreements contained in Paragraph 4, subsections (d), (e), (f) and (g).

In Witness whereof, the parties hereto have placed their hand and seal this _____ day of _____ 194_____

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/IMS/MPD

Hqs

EXTENSION

NO.

DATE

7 May 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, History Staff
(Dr. McDonald)

10 MAY 82

2. Rm. 316 Ames Bldg.

Original of response (i.e., Attachment to [] ltr of 7 May 1982) sent to Mr. R. M. Engert, US Army Ctr. of Mil. History, by way cover ltr - of 10 May 1982

3.

4.

5.

10 May 82

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79610 USE PREVIOUS
EDITIONS

7 May 1982

MEMORANDUM FOR: J. Kenneth McDonald
Chief, History Staff

FROM:

SUBJECT: Information Management Staff, DO

REFERENCE: World War II Service by OSS Civilians

Memorandum, 28 August 1981, from
J. Kenneth McDonald, Chief, History Staff,
Subject as above

STAT

1. Attached is our response to the questions submitted to you by Paul Engert, Department of the Army historian at the Center for Military History, and reflected in the attachment to the above-referenced memorandum.

2. Said response is based on a thorough study of pertinent records in the Archives of the OSS and a perusal of the official history of the OSS, War Report - Office of Strategic Services.

STAT

Attachment: 1 a/s

ADMINISTRATIVE - INTERNAL USE ONLY